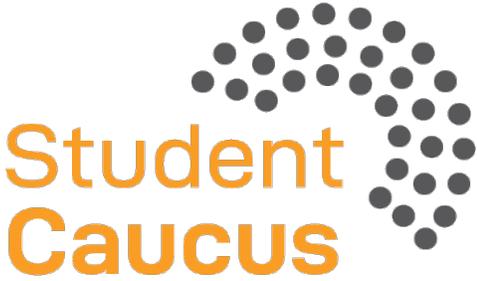


Student Co-Chair Framework: a Guiding Document
for Set Up and Support of a Student Co-Chair



Our Experience

“My experience as a student co-chair has helped me build confidence and connections. As a student, it’s incredibly valuable to collaborate with faculty and staff from a variety of departments because they bring perspectives that would be otherwise unavailable to me. Building those personal relationships is rewarding and contributes to my sense of being involved in a successful academic community. Coordinating and assisting student participation is an important part of the position, as is supporting the role of the committee. The role of Co-Chair has allowed me to build my confidence in public-speaking and critical thinking that will be useful to me in the future, no matter my career objectives. But more importantly, it creates a space for students to feel valued and engaged in building the terms of their own success.”

Julye-Anne McKenny, Senate Student Success Committee
Co-Chair, 4th Year Student Bachelor of Arts – Political
Science



“The initial impetus for having a Student Co-Chair on the Senate Student Success Committee was to align with TRU’s Strategic Change Goals, to eliminate achievement gaps and to design lifelong learning. I think the Student Co-Chair role is reaching these goals and beyond. Providing space for student leaders is crucial to student success, as is empowering and engaging student voices in university affairs. Listening, engaging and responding to students is essential in building an environment that promotes student success. Having a Student Co-Chair has supported the TRU Vision and Values, and continues to provide space for student voices regarding student success, encourages learning and engagement, and reflects a student-centered approach.”

Sara Wolfe, Co-Chair Senate Student Success Committee
and Executive Director- Student Development and
Assistant Dean, Faculty of Student Development

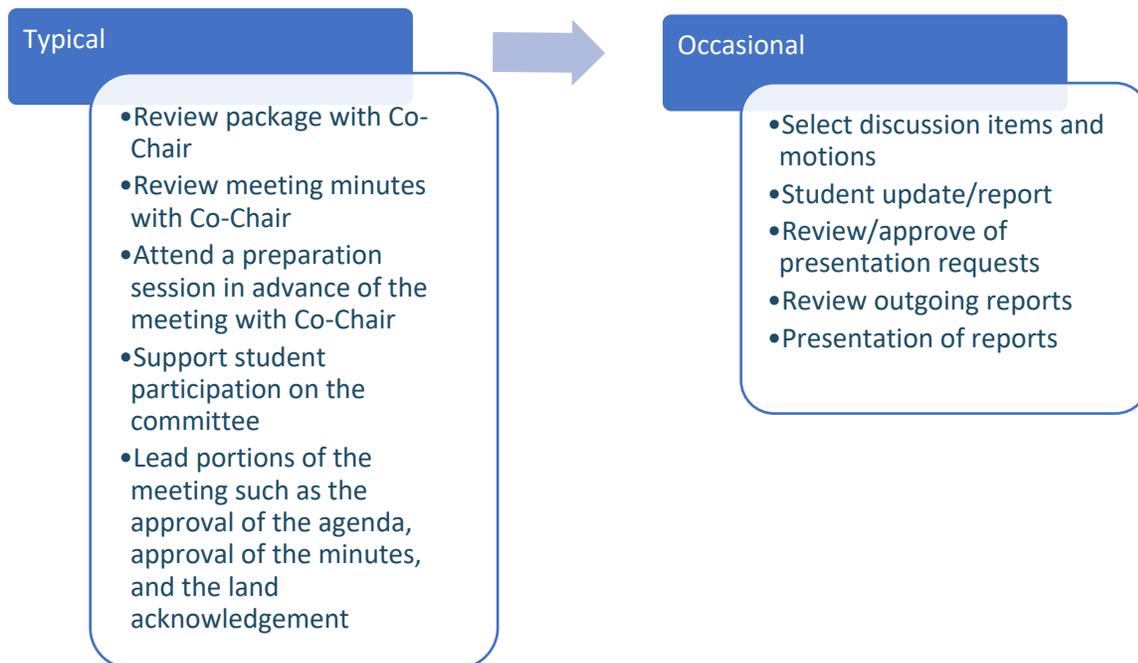
From our experience, the role of a Student Co-Chair is similar to that of the typical Chair. They prepare and chair meetings, prepare and present reports, facilitate discussions, and assist in directing the responsibilities of the committee. The type of activities a Student Co-Chair takes on will likely be different depending on the role of your committee, how you engage your committee members, and what your current leadership model looks like. The responsibilities, time commitment, and expectations listed here are only guidelines for you to use in building your own Student Co-Chair position.

Student Co-Chair Time Commitment

Student Co-Chairs are volunteering their time to the committee. The time commitment of a Student Co-Chair is typically 3-5 hours per month, additional to regular committee meetings.

Student Co-Chair Responsibilities

Responsibilities may vary depending on the role the committee plays in the institutional governance structure.



Student Co-Chair Involvement

Some tips and recommendations from our experience to support a successful Co-Chair relationship.

- Share your contact information
- Identify and articulate skills to be developed
- Create a [positive learning space](#)
- Assist each other in set-up and preparation prior to each committee meeting
- Provide ongoing feedback

Student Co-Chair Selection

The Student Co-Chairs should be selected at the earliest possible meeting after their appointment to the committee. Preparation should be done in advance via email to allow student committee members to put their name forward prior to the meeting in which the Student Co-Chair will be selected. All voting committee members in attendance should participate in the selection/voting process.

Student Co-Chair Support

Student Co-Chairs rely on support through a variety of mechanisms throughout their term from both the TRU Students' Union and the committee.

The TRU Students' Union provides each student representative with a Student Caucus Orientation. This includes an overview of institutional governance, TRU's governance system, and how to participate in a university committee.

Student Caucus Orientation



The Committee provides each student representative a committee orientation. This includes an overview on the role of the committee, what is expected of the committee membership, and how to access meeting documents and schedules.

Student Representative On-Boarding



The TRU Students' Union provides all Co-Chairs (student & otherwise), with two Co-Chair Training sessions. These include an overview of the role of a chair, Roberts Rules of Order, and how to facilitate discussion and participation.

Co-Chair Training



The TRU Students' Union provides one-on-one sessions and ongoing support related to their committee work for all student representatives for their entire term.

Ongoing Support



Timeline

August - September 2022

- Student Caucus Recruitment: *Student Caucus members submit their resumes and application to the TRU Students' Union.*

September 2022

- Student Caucus Selection: *Applicants to the Student Caucus are interviewed and selected based on schedule, availability, and experience by the TRU Students' Union.*
- Student Caucus Orientation: *Selected Student Caucus members are required to attend an orientation to the TRU Governance System and Student Caucus hosted by the TRU Students' Union.*

October 2022

- Student Appointments: *Student Caucus members are nominated and appointed to their committees by the TRU Students' Union Board of Directors. Senate Committee nominations go to the Senate Steering Committee for review and approval at their next meeting.*
- Co-Chair Selection: *All voting committee members are asked to choose a Student Co-Chair from the current student representatives.*
- Student Representative Onboarding: *Co-Chairs are oriented to their committee along with other student representatives*
- Co-Chair Training Session 1: *All student and non-student co-chairs are asked to attend a training session including an overview of what the role of a chair looks like, Roberts Rules of Order, and how to facilitate discussion.*

November 2022 - September 2023

- Committee Meetings: *Student Co-Chairs and Co-Chairs attend and chair ongoing committee meetings.*
- Student Caucus Meetings: *Student Co-Chairs report back from their committees to the Student Caucus on their ongoing committee's work.*
- Co-Chair Training Session 2: *All student and non-student co-chairs are asked to attend a training session including a check-in on building participation from student representatives and decision-making.*
- Feedback and Review: *Upon completion of term, reflect and debrief the experience.*

Next Steps

We are excited to assist you in building a collaborative leadership model in line with the [TRU Vision, Values, and Strategic Change Goals](#). If you have any questions about how you might use this framework or how to start the process of building a student Co-Chair position, please reach out to governance@trusu.ca.